

TRANSPORTATION MANAGER

General Definition of Work:

Performs difficult skilled technical, professional and management work directing and planning County transportation services. Work is performed under the general supervision of the Human Services Director. Supervision is exercised over all transit staff.

FLSA: exempt

Essential Functions:

- **Planning, organizing, directing, coordinating and supervising transportation system, services and staff.**
- **Responsible for supervising, training, and evaluating staff and has substantial influence in hiring and other employment decisions.**
- **Planning and overseeing transportation operations and scheduling.**
- **Researching federal and state sources for available funding assistance, overseeing and/or preparing grant applications and requesting public hearings. Submits grants through state grants module system.**
- **Reviewing, evaluating and modifying division policies and procedures.**
- **Responsible for developing, managing, and monitoring annual division budget.**
- **Preparing and maintaining records and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Typical Tasks:

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- Works with the director in strategic planning, developing, implementing and improving service delivery.
- Delegates, coaches and monitors specific objectives to supervisors to meet departmental standards
- Prepares a variety of required Federal, State and local reports.
- Oversees the preparation of financial and related records and reports and submits to Director.
- Prepares contracts and resolutions pertaining to transportation operations for County Manager and Commission disposition.
- Makes public presentations promoting transportation services and educating the public
- Responsible for ensuring public education materials are available and distributed to community groups on transportation services.
- Determines staffing, equipment, and resources needs and justifies to director.
- Oversees the purchasing of equipment.
- Oversees personnel administration of the department. Reviews personnel records and data with Supervisors.
- Ensures compliance with all federal, state and local regulations including DOT requirements for drug-alcohol program, annual DOT physicals and System Safety Plan management.
- Responds to complaints concerning transit service.
- Attends meetings as assigned or required.
- Performs work during emergency disaster situations.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices, methods and equipment related to public transportation operations; thorough knowledge of the geography of the service area; knowledge of RouteMatch software package; knowledge of effective supervisory practices; general knowledge of federal, state and local laws governing vehicular movements; general knowledge of office practices and procedures; skill in the use of a variety of office machines, computers and applicable software applications; ability to work independently; ability to plan and supervise a diverse staff and communicate effectively; ability to prepare and supervise market survey studies and prepare promotional programs; ability to establish and maintain effective working relationships with other County officials, other public officials and representatives, employees and the general public; ability to read, analyze and interpret rules and regulations ;ability to communicate technical ideas effectively, orally and in writing; ability to prepare and present financial reports; ability to prepare and maintain complex financial records, prepare and monitor an operating budget. Requires computer skills and proficiency in Microsoft Outlook, Word, and Excel.

Education and Experience:

Requires an associate's degree from an appropriately accredited college with course work in business administration, transportation studies or a related field and extensive transit operations experience at a responsible level. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy. Position is essential as defined by the Inclement Weather Plan.

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